

## **SENIOR PERSONNEL CLERK**

Code No.: 3-05-170  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is senior-level clerical work responsible for overseeing and participating in the processing of payroll and the maintenance of personnel and payroll records. The employee reports directly to, and works under general supervision of an administrative staff member. Independent judgment is exercised in accomplishing tasks. General supervision may be exercised over a clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Oversees and participates in the bi-weekly processing of payroll including updating employee files, reviewing timesheets, and changing various deductions and checking reports and other summaries;

Assists with the development of new programs and systems for application to payroll and other personnel functions;

Answers questions regarding New York State Employees Retirement System;

Maintains up-to-date file on Retirement System practices and procedures;

Trains others in aspects of payroll and checks work product;

Counsels new employees on employment benefits, and credit banks;

Composes letters pertaining to personnel activities;

Oversees and participates in the preparation of various statistical payroll reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, practices, procedures, routines and equipment; good knowledge of record keeping; good knowledge of business arithmetic; good knowledge of personnel practices; good knowledge of payroll procedures; working knowledge of data processing pertaining to payroll applications; ability to maintain records on standardized forms; ability to maintain an alphabetical filing system; ability to prepare arithmetic and standardized reports; ability to advise employees of their employee benefits; supervisory ability; ability to understand and carry out relatively complex oral and written instructions; ability to express oneself clearly and concisely; ability to deal with the public; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent office clerical experience, two (2) years of which must have involved personnel or payroll activities; OR,
- (B) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in Secretarial Science, Office Technology or a

- closely related field plus two (2) years paid full-time or its part-time equivalent office clerical experience; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or successful completion of one-hundred and twenty (120) college semester credit hours including at least twelve (12) semester credit hours in human resources coursework; OR
  - (D) An equivalent combination of education and experience as described in (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** March 31, 1988

**REVISED:** July 9, 2018